

EXPLORER POST #,
POST BYLAWS AND REGULATIONS

1. PROGRAM AUTHORITY AND ORGANIZATION

Department Authority

The United States Border Patrol Law Enforcement Explorer Program is an official program of the United States Border Patrol and the Learning for Life Boy Scouts of America (LFL/BSA). The Explorer Program Manager, Headquarters Border Patrol, shall be the final authority on all matters pertaining to the operation of this Explorer Program.

Explorer Classification

The purpose of this program is to give young men and women an opportunity to learn firsthand the duties and responsibilities of the Border Patrol Agent and to orient youths about careers in law enforcement. Members of this program are allowed to assist in certain duties of the Border Patrol in order to obtain knowledge through experience. Explorers shall be registered with the LFL/BSA and do not have any police powers or authority.

Explorers shall not be classified as Government employees; therefore, they are not entitled to any pay or benefits normally given to Government employees.

General Organization

The post shall be one basic unit. Depending upon membership within the post, there shall be one or more teams.

Post Advisors and Associate Advisors

The Post shall have one Post Lead Advisor appointed by the Sector Exploring Coordinator and should have as many Advisors as deemed necessary to effectively operate this program. Advisors shall be a Border Patrol Agent or a Supervisory Border Patrol Agent. Associate Advisors may be Service employees or qualified civilian personnel and shall be certified by the Exploring Coordinator.

The Post Lead Advisor shall be held accountable for all authorized Explorer meetings, events, trips, and expenditures. All Explorer activities shall be approved by the appropriate Explorer Program Authority.

The Post Advisor and Associate Advisors shall have the power of immediate suspension of any Explorer for any violation of the rules, pending review of the incident. Proper Explorer disciplinary action shall be the responsibility of the Post Advisors and Post Officers.

2. THE EXPLORER CODE

All members of the Border Patrol Explorer Program are also members of the Learning for Life/Boy Scouts of America. As such members, you are required to lead a clean and unsullied life. You shall be an example to all and must adhere to the Explorer Code of the Learning for Life/Boy Scouts of America.

Explorer Code

As an Explorer, I believe that America's strength lies in her trust in God and the courage of her people.

Therefore:

- *I will be faithful in my religious duties and will maintain a personal sense of honor in my own life.*
- *I will treasure the American heritage and will do all I can to preserve and enrich it.*
- *I will recognize the dignity and worth of my fellow men and will be fair and act with good will in dealing with them.*
- *I will acquire the Exploring attitude that seeks the truth in all things and adventure on the frontiers of our changing world.*

3. ELIGIBILITY AND MEMBERSHIP REQUIREMENTS

Requirements for Membership

Every applicant for the Border Patrol Explorer Program must meet the following minimum requirements:

- Reside within the local community.
- Be enrolled in high school or college in the local district.
- Have no significant prior criminal background.
- Be free of any physical or mental defects that would limit the Explorer from performing all duties and participating in activities required of post members.
- Be in good disciplinary standing with his or her school.
- Maintain at least a minimum "C" average in scholastic work. Each member's scholastic work record shall be reviewed every reporting period.
- Be at least 14 years of age and not over 20 years of age and have completed the eighth grade.
- Be a U.S. citizen or a Lawfully Admitted Permanent Resident Alien residing *full-time* in the United States of America.

The Post Lead Advisor may make exceptions to the above requirements if approved by the Exploring Coordinator in charge of the program. No prospective member shall be disqualified because of race, color, creed, or sex. All members must be registered as Explorers and agree to the post code and by-laws.

Selection of Applicants

Each applicant for the position of Border Patrol Explorer must:

- Complete the application form and worksheet.
- Undergo a background investigation.
- Successfully complete an oral interview to determine the suitability and sincerity of the applicant.
- Submit signed parental consent and liability waivers.

Investigation of Applicants

The Post Advisor shall complete a background investigation on all applicants to identify any questionable loyalty or morals and prior criminal conduct. Falsification of any submitted written or verbal information is cause for immediate disqualification or removal from the post. If the background investigation reveals that the applicant is not suitable for membership, the Post Advisor shall notify the applicant of the results of the investigation.

Oral Interview

Prospective members shall be interviewed by an Oral Board before their acceptance into the post. This Oral Board shall consist of at least two Advisors and two Explorers. The oral interview shall be conducted at a time and place selected by the Post Advisor and Post Officers and not on a scheduled meeting date.

Necessary Forms for an Explorer Personnel File

Upon the applicant's successful completion of the oral interview and once the applicant has been accepted into the post, the Assistant Patrol Explorer in Charge (APEIC) and the new member shall ensure that the following materials are completed and placed into a personnel file maintained by the post:

- Application and background investigation forms, including waivers,
- Color photograph of Explorer,
- Liability waivers,
- Parental medical consent form,
- LFL/BSA registration form,
- Training record property and equipment forms

LFL/BSA Registration

All members of the post shall be registered with the LFL/BSA. The registration packet shall include the accident insurance coverage for each member through the LFL/BSA and Mutual of Omaha.

Trainee Status

All members of the Explorer Program shall be placed in trainee status for the first 3-month period upon entry and shall be referred to as "Trainee Explorers." Trainee Explorers must attend all training sessions and meetings as defined in the post by-laws. The 90-day trainee period may be extended by the Post Advisor or the Patrol Explorer in

Charge (PEIC). During this period, the Trainee Explorers may not wear the Border Patrol Explorer official dress uniform.

Upon successful completion of the 90-day period, the Trainee Explorers must obtain and maintain an official Explorer dress uniform.

4. TRAINING

Requirements

Training courses of the post shall consist of classes involving all aspects of law enforcement and related subjects. Training courses shall be held as often as necessary and shall be directed by the Advisor or another instructor qualified in the subject matter.

Firearms Training

Explorers may participate in post-recognized firearms activities only when approved by the Lead Advisor. Before any such participation in firearms activities, each Explorer must:

- Not be a Trainee Explorer.
- Complete an approved safety class of at least 8 hours given in the post's training program.
- Complete a refresher safety course before each firearms activity.
- Submit an updated Release of Liability/Assumption of Risk.

Firearms' training focuses on Explorer competition with other Explorer Posts.

Firearms shall not be carried or maintained by an Explorer in the Border Patrol Law Enforcement Explorer Program.

Training Record

A training record shall be kept on each post member in his or her personnel file. This record shall be kept current, complete, and accurate. It shall be available for review by the Explorer, Post Officers, and Advisors.

Proficiency Awards Program

Explorers are eligible to participate in the Proficiency Award Program through the LFL/BSA. Detailed information on participation shall be kept in the post records. The Post Advisor and the PEIC or the EOS is responsible for recording and filing Explorer assignments pertaining to this program.

5. ASSOCIATING WITH BORDER PATROL AGENTS

The guidelines below are provided so that Explorers can maintain a proper relationship with the Agents with whom they may associate:

- In conversation with Agents, Explorers shall never criticize Agents or other Explorers.
- If Explorers have questions for the Agent that may help them in the assignment they are working on, it is proper to ask because it is part of the learning process. Explorers shall

not challenge the Agent as to the correctness of this action because the Agent is only following Service policies and procedures.

- Explorers may come upon an Agent performing his or her duties. Explorers shall not interfere with the Agent while he or she is busy. Explorers have no right to get involved and possibly place themselves and/or the Agent in jeopardy.
- Good common sense will indicate when an Agent needs an Explorer's help. For example, if the Explorer witnesses an accident at a street corner and there are plenty of Agents present, the Explorer's help is not needed. If an Explorer comes upon an accident in which someone has been injured and the Agent obviously can use some assistance, the Explorer shall identify himself or herself and offer to assist.
- When in a Service building, Explorers shall not engage Agents in conversation unless they are acting on official business. Agents often do not have time to stand around and talk but may be too polite to say so.
- Explorers shall not solicit ride-along assignments with Agents at any time unless it has been cleared with the Advisor.
- Explorers shall remember that they are in the position to see things and hear many things that are confidential. Many occurrences are of this nature and should not be discussed with others.

In summary, working with Border Patrol Agents can be a pleasant and rewarding experience; however, if this relationship is poor, it will reflect on the Explorer, the Post, and the Border Patrol. Explorers should always act in a mature manner.

Fraternization Policy

Because the Explorer Program is designed for young adults, there often is little difference in the ages of the Post Advisors and the Explorers. Even if an Explorer is over the age of 18, it has been found that maintaining a close social relationship, as in dating, between Post Advisors or any Border Patrol Employee and Explorers is disruptive to the Explorer Program and, therefore, is not permitted by LFL/BSA or the Border Patrol. If other than a professional relationship situation occurs, the parties must be removed from the program.

6. POST COMMAND AUTHORITY

Exercising Authority and Issuing Orders

Authority in the post shall be exercised with firmness and impartiality. Under no circumstances shall personal attitudes influence decisions. Each supervisor shall use tact in giving orders and correcting mistakes in order to inspire confidence and industriousness. He or she shall carefully test understanding of instructions to ensure that subordinates know, in detail, what they are to do and how to do it and, if desired, what the reason for it is.

Unity of Command

Each individual member of the program is under the immediate command and control of one person, i.e., each supervisor is responsible for the actions of his or her subordinates.

Responsibilities of Supervisor

Explorers designated as Post Officers shall, in conformance with post policy, be responsible for the work and conduct of any subordinate member.

Authority and Explorer Rank Structure

Explorer rank shall be awarded to a member on the basis of criteria set forth in the post by-laws. The authority delegated to these officers shall not be confined to their respective teams. Post members shall follow the direction of all supervisors and be respectful when addressing or referring to any Explorer Advisor.

Explorer Post Position Classifications:

Patrol Explorer in Charge (PEIC)

The PEIC is responsible for all operations and functions of the post, by authorization of the U.S. Border Patrol. The PEIC is identified by silver oak leaves worn on the collar of the uniform shirt. The PEIC's specific duties include the following:

- Supervising post work.
- Promoting high post morale.
- Resolving post problems and taking suitable action to correct violations.
- Seeking the advice and authorization for post activities from Post Advisors.
- Informing Post Advisors of all post activities and communications.
- Conducting post meetings.
- Supervising subordinate Post Officers.
- Conducting periodic uniform inspections to ensure that they meet program requirements.
- Providing leadership to members during all activities.
- Assuming overall responsibilities for the post program.

Assistant Patrol Explorer in Charge (APEIC)

The APEIC is directly responsible to the PEIC and coordinates all functions approved by the PEIC. The APEIC is assisted by the AO (if used) and the SBPE. The APEIC is identified by silver oak leaves worn on the collar of the uniform shirt. The APEIC's specific duties include the following:

- Assuming the PEIC's role in his or her absence,
- Maintaining communications via the chain of command between post personnel and the PEIC,
- Being responsible for the development of meeting agendas.
- Supervising subordinate post officers.
- Serving as the official liaison with other Border Patrol Explorer posts.
- Maintaining training and attendance records.
- Collecting dues and overseeing post financial responsibilities.
- Maintaining written records of post meetings.
- Handling all post correspondence.
- Presenting a financial report at each post meeting.

Explorer Operations Supervisor (EOS)

The EOS is an optional Post Officer position that may be established in larger posts. The EOS is directly responsible to the APEIC and coordinates all functions assigned by the

APEIC. The EOS is identified by gold oak leaves worn on the collar of the uniform shirt. The EOS's specific duties may include the following:

- Maintaining and updating all training records.
- New member in-processing and conducting Oral Board interviews.
- Determining ride-along qualifications and making ride-along assignments.
- Furnishing a monthly report to the Post Advisor.
- Assuming the APEIC's role in his or her absence.

Supervisory Border Patrol Explorer (SBPE)

The SBPE is directly responsible to the APEIC. The SBPE supervises an Explorer unit and is identified by double silver bars worn on the collar of the uniform shirt. The SBPE's specific duties include the following:

- Assisting the APEIC in field activities.
- Maintaining attendance records of all Explorers within the unit and providing attendance reports to the APEIC before each scheduled meeting.
- Maintaining control over the unit to ensure compliance with Explorer policies.
- Maintaining a neat and orderly meeting room;
- Ensuring that the unit reports to the assigned area, at the proper time, and in the proper uniform with all required equipment.
- Directing and implementing communications with Explorers.
- Conducting unit meetings for training.
- Maintaining a liaison between the PEIC, the APEIC, and Explorers via the chain of command.
- Performing the duties of APEIC in the PEIC's absence.
- Carrying out all assignments of the APEIC.

Senior Explorer (SE)

The SE is responsible to the SBPE of his or her assigned unit. The SE's specific duties include the following:

- Assisting the SBPE in his or her duties.
- Assuming the responsibilities of the unit in the absence of the SBPE.

Explorer

The Explorer is responsible to the SBPE of his or her assigned unit. In the absence of the SBPE, the Explorer shall be responsible to the SE on his or her unit. The Explorer's specific duties include:

- Completing all training provided.
- Carrying out assignments of SBPE.
- Maintaining a high degree of involvement in the post program.
- Serving as member or chairman of a post committee.
- Performing the duties of the SE in his or her absence.

- Serving in a temporary position in case of an emergency, as directed by the PEIC and the Advisor, until the position is filled by the normal procedures.

Explorer Trainee

The Explorer Trainee is responsible to the members of his or her unit. The Explorer Trainee is on probationary status for the first 90 days of the program. (See the section entitled "Trainee Status.") The Explorer Trainee's responsibilities include the following:

- Attending all post meetings and training sessions and
- Completing all assignments.

Upon completion of the probationary period and all training, the Explorer Trainee shall be promoted to Explorer.

Chain of Command

The chain of command shall be respected at all times and in all matters. Information and communication shall move up and down through the channels.

The Program has the following chain of command (listed from highest to lowest authority):

1. PEIC
2. APEIC
3. EOS (if used)
4. Supervisory Border Patrol Explorer (SBPE)
5. Senior Explorer (SE) (if used)
6. Explorer
7. Trainee Explorer

Post Elections

The normal term of office shall be 1 year starting on the date of the Explorer Post's chartering. Elections shall be held during the first meeting following the Post's chartering. No member shall serve more than two consecutive terms in the same office.

On the day of elections, any member may present nominations from the floor. If a nomination is seconded and the candidate agrees to serve, he or she must be included on the ballot. All voting must be done by secret ballot.

Unit Assignments and Commitment

The purpose of assigning Explorers to individual units is to promote esprit de corps in the ranks of the post. The Advisor and the PEIC are responsible for maintaining an even number of Explorers in each unit and maintaining even numbers of experience and non experienced Explorers in each unit.

Explorers are rotated each charter year upon election of new officers. This gives each Explorer an opportunity to work with different groups of individuals and supervisors. Explorers are responsible to the SBPE in command of the unit where the Explorer is assigned.

The committee chairman is responsible for completion of a committee's duties. The chairman is responsible for giving status reports on the activities of the committee. Any member of the post may be selected to chair a committee or serve on a committee. Each member of the committee performs the task assigned by the chairman and remains on the committee until replaced or the committee's function is no longer required.

7. CONDUCT

Law Enforcement Code of Ethics

The Law Enforcement Code of Ethics is adopted as a general standard of conduct for Explorers in the Border Patrol Law Enforcement Explorer Program:

"As a Law Enforcement Explorer, my fundamental duty is to learn to serve mankind; and to respect the constitutional rights of all persons with liberty, equality, and justice.

"I will keep my private life unsoiled as an example to all; maintain courageous calm in the face of danger, scorn or ridicule; and develop self-restraint. I will be honest in my thoughts and deeds in both my personal and Explorer life. I will be exemplary in obeying the laws of the land and the regulation of my organization.

"I will learn never to permit personal feeling, prejudices, animosities, or friendships to influence my decisions. I recognize the duty of an Explorer is to learn the ethics of police service. I will constantly strive to achieve these objectives and ideas, dedicate myself to God and my chosen future profession-law enforcement."

General Conduct

An Explorer shall not act or behave, either privately or officially, in such a manner as to bring discredit upon himself or herself or the Service. Members shall not willfully violate any Federal, State, or local statute. Members shall act in a professional manner at all times and in a manner that will be a good example to all.

Loyalty

Explorers must be faithful to their commitment to the purposes of the Explorer Program and the objectives of the Service and must not allow personal motives to govern decisions or conduct.

Courtesy

Effective law enforcement depends upon a high degree of cooperation between the Service and the public it serves. In each contact with the public, an Explorer must be aware that his or her actions, appearance, and statements reflect on the Service and the Explorer Program.

For that reason, an Explorer must have a courteous attitude and perform his or her task in a professional and businesslike manner.

Use of Force

Explorers shall not be assigned duties or place themselves in situations where the use of force is imminent or considered probable. Explorer duties and functions shall be limited to those considered non hazardous.

Post Regulations

All Explorers shall be governed by the following regulations:

- Explorers shall maintain their uniforms in accordance with Service uniform standards and shall ensure that the uniforms conform to the provisions of this manual.
- Explorers shall at all times practice proper personal grooming habits.
- Explorers shall not communicate with in-custody prisoners, suspects, or witnesses unless directed by a Patrol Agent.
- Explorers shall not enter a jail, a holding or detention facility, a records section, or evidence lockers unless ordered to do so by the Post Advisor or station supervisory personnel.
- Explorers shall not engage in activities associated with politically affiliated organizations while in uniform.
- Explorers shall be absent from an assignment only with proper leave or permission.
- Explorers shall not recommend or suggest the name of any person, firm, or corporation to act as their attorney, counsel, or bondsman.
- Explorers shall not use disrespectful, profane, or threatening language in dealing with others.
- Explorers shall not speak in a derogatory manner of the heritage or belief of any person.
- Explorers shall not be disorderly or intoxicated at any time.
- Explorers shall not impersonate a peace officer through appearance, action, or word or give the impression that they have any law enforcement authority beyond that of a private person.

Infractions

The following infractions may be recorded:

- Having unkempt uniforms.
- Using the uniform improperly.
- Using the Explorer badge improperly.
- Not having the uniform unavailable for use.
- Having poor attendance at meetings and/or activities.
- Having poor personal grooming habits.
- Having low school grades.
- Spreading rumors or false information.

- Being insubordinate.
- Being tardy.

If any of the above infractions is recorded, the accused Explorer shall be subject to disciplinary action. Disciplinary action may range from suspension of uniform privileges to removal from the post. Discipline shall be administered by the PEIC and the Post Advisor.

8. EXPLORER UNIFORMS

Explorer Dress Uniform

The dress uniform adopted for Explorer use is to be worn by members who have completed 90 days in the program and have earned their Explorer Badge, during approved activities and assignments only. The uniform is to be worn in its entirety and not mixed with civilian attire. The cost of the uniform will be borne by the member or post.

The uniform items are standard items normally carried by uniform dealers and consist of the following:

- Tan Short Sleeve Law Enforcement Uniform Shirt, (summer dress)
- Tan Long Sleeve Standard Law Enforcement Uniform Shirt, with Green Tie, (winter dress).
- Green Uniform Trouser/Pants
- Black Plain Toe Boot or Shoe (military style).
- Socks, Full Length Black.
- Appropriate Border Patrol Style Campaign Hat (optional).
- A black windbreaker (optional).
- The Explorer Honor Guard shall wear the 1½-Inch Sam Browne Trouser Belt with brass buckle, whereas all other Explorers shall wear a military-style black uniform belt with a brass buckle.
- An LFL/BSA-approved National Law Enforcement Explorer patch is to be worn on the right shoulder of the uniform shirt.
- Affixed to the left shoulder shall be the Border Patrol Explorer patch.
- Over the right breast pocket, a brass name badge is to be worn displaying the Explorer's initials and last name.
- The Border Patrol Explorer badge shall be worn over the left breast pocket. Explorer proficiency awards earned shall be worn over the left breast pocket of the uniform shirts only, and they shall be centered under the badge.
- Explorer pistol qualification award bars earned shall be worn on the left breast pocket flap centered above the pocket button with only the highest classification earned is to be worn.

Post Officers Rank Insignia. To maintain a close identification with the Border Patrol, collar insignia worn by the Post Officers is as followed:

- Patrol Explorer in Charge (PIEC) (Silver oak leaves)

- Assistant Patrol Explorer in Charge (APEIC) (Silver oak leaves)
- Explorer Field Operations Supervisor (EFOS) (Gold oak leaves)
- Supervisory Border Patrol Explorer (SBPE) (Two silver bars)

Subdued rank insignia is authorized on rough duty collared (Polo) shirts only. Shoulder emblems shall not be worn by Explorer Officers in dress or rough duty uniforms.

Grooming and uniform wear standards

The following regulations will be strictly adhered to:

- All uniform shirt buttons shall be buttoned, except the top button on the short-sleeve shirt.
- Pockets shall be free of all objects that produce obvious bulges.
- The shirt is to be tucked inside the trousers so as to create a clean and neat appearance.
- Uniforms shall be free of dirt, lint, and wrinkles.
- Neck chains shall not be worn with the uniform.
- For females: Large dangling earrings are not permitted with uniform wear; only post type earrings may be worn.
- Trouser legs shall not be altered (i.e., flared or pegged).
- On the short-sleeve shirt, rank insignia are to be worn on the uniform shirt collar a quarter of an inch inward from the collar seam and at a diagonal to the front edge of the collar. On the long-sleeve shirt, the insignia shall be worn parallel to the front edge of the collar.
- Only Explorer officers may wear the approved insignias of rank.
- The Explorer badge is a required uniform item, and it must be worn on the left breast of the outermost uniform garment.
- Post identification cards, when used, must be worn on the outermost uniform or clothing garment.
- The uniform is to be worn in approved activities and assignments only.
- The uniform is to be worn in its entirety and not mixed with civilian wear.
- The hair shall be neat and shall be above the collar, for both males and females.
- Males shall be clean shaven, except that a mustache may be worn.

Badges

An Explorer badge is issued to each member upon completing the required basic training.

The Explorer badge is Government property, and as such it is a controlled item. The Explorer badge is to be checked out before meetings, events, functions, or any other planned activity that requires an Explorer to wear the official Border Patrol Explorer uniform. When the Explorer badge is checked out by an Explorer, he or she is to sign, date, and make an entry on the Explorer Badge Property Card.

Post Identification Cards

If the post decides to furnish members an identification card at post expense, the card is to be used to identify the bearer as a post member only. Any misuse of the card can cause

the card to be voided and possible removal action to be taken against the offending member. The post identification card remains property of the post.